APPLICATION FOR PARTICIPATION

System of Professional Learning Grant

Maryland State Department of Education
200 West Baltimore Street
Baltimore, Maryland 21201

Deadline
June 16, 2024
No later than 5:00 p.m. EDT

MARYLAND STATE DEPARTMENT OF EDUCATION

Carey M. Wright, Ed.D.
State Superintendent of Schools

Dr. Deann Collins
Deputy State Superintendent
Office of Teaching and Learning

Kelly Meadows
Assistant State Superintendent
Division of Educator Effectiveness

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Governor

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Rachel L. McCusker

Samir Paul, Esq.

Holly C. Wilcox, Ph.D.

Abisola Ayoola (Student Member)

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Instructions

1. Refer to the System of Professional Learning Grant Information Guide.

2. Complete this application electronically by typing directly into the fillable fields and charts.

3. Do not alter or remove sections.

4. When finished, save the application document as a pdf to your computer and obtain appropriate signatures.

5. The signed and completed application should be saved as a single pdf document and emailed as an attachment to tamarisk.james@maryland.gov and melissa.chandler@maryland.gov with the subject "SPL Grant Application Submission".

Proposal Cover Page

Institution/Agency/Jurisdiction Name:

Name of Contact Person:

Institution/Agency Address:

Contact Person Phone:

Contact Person Email:

Project Partners:

Agency/Organization Name	Primary Contact	Partner's Project Role

Add more rows as needed.

Amount of the request for grant period (June 24, 2024 – June 30, 2025):

$

(Should agree with Proposed Budget and not to exceed $2,000,000)

_____   _____
Signature of Contact Person   Date

_____   _____
Printed Name of Contact Person   Title

_____   _____
Signature of Head of Agency   Date

_____   _____
Printed Name of Head of Agency   Title

Project Narrative

PROJECT ABSTRACT (100 WORDS)

In the Project Abstract, introduce the project to the reader. The abstract should be factual, brief, and focused on the organization's efforts. Do not assume the reader is familiar with the proposed project. The project abstract should cover the core aspects of the proposed project, such as the populations served, a brief description of the goals, the strategies to meet them, and the roles of the partners.

EVIDENCE OF IMPACT

Refer to the grant information guide, page 7, for a full description of what should be included here.

GOALS, MEASURABLE OUTCOMES, AND MILESTONES

Refer to the grant information guide, page 7-8, for additional guidance.

Goal 1:
Outcome(s):
Milestone(s):

Goal 2:
Outcome(s):
Milestone(s):

Goal 3:
Outcome(s):
Milestone(s):

Add more tables if including additional goals.

STRATEGIES

What strategies will be used to reach project milestones, accomplish outcomes, and achieve project goals? Discuss how and why these strategies were chosen. Refer to the grant information guide, page 8, for additional guidance.

How will the targeted populations to be impacted by the strategies chosen? Refer to the grant information guide, page 8, for additional guidance.

PLAN OF OPERATION

What strategies and activities will be used to reach project milestones, accomplish outcomes, and achieve project goals? Discuss how and why these strategies were chosen. Refer to the grant information guide for additional guidance.

KEY PERSONNEL

Clearly define the roles, responsibilities, tasks, and deadlines of key contributors to make sure your program is a success. Ensure that all administrative and key personnel responsible for the successful implementation and monitoring of the grant requirements are captured here. Provide job description(s) as an appendix.

Key Activities	Individual Responsible	Timeline

*Add more rows if necessary

PROJECT TIMELINE

A Project Timeline should be created for the project. It should contain three sections: management, implementation, and evaluation.

EVALUATION AND DISSEMINATION

Grantees are required to submit an interim progress report that is consistent with the project's goal and objective(s). Keep in mind that the final evaluation summary will consider the entire project; it should not be viewed as what is done after the project's completion, but as an integral element in the project's planning, design, and implementation. An effective ongoing plan that evaluates milestones quarterly helps project staff to make informed decisions about needed changes.

Applicants must evaluate the following required measures:

Evaluation Measure	Evaluation Plan
Evaluation Questions: What questions will the evaluation seek to answer, based on the project's goal and objectives, implementation plan, and anticipated consequences? Examine the relationship between the expected outcomes, specific efforts, and what is important to evaluate?	
Evaluation Strategy: What approach will be taken to find answers to the evaluation questions? What criteria will be used to assess lessons learned from the project? What populations will be included in your evaluation?	
Data: The type of data and method of data collection will depend upon the nature of the program, the questions, and the evaluation strategy. What measurement instruments will be used? How will the baseline be established? There should be a combination of quantitative and qualitative data identified. How will project staff collect data from the various sites and organizations involved in the project? When considering data collection techniques, ensure that the resources are sufficient to use the proposed data collection techniques.	
Dissemination: Details on how the project's findings will be disseminated to the major stakeholders, individuals with an interest in the project. Information, requirements and dissemination methods differ from stakeholder to stakeholder. How and when will demonstrations of your project be made available? Also consider including descriptions of the types of reports and other by-products that will be produced during the project.	

Evaluation and quarterly progress reports should be consistent with the project's goals and objectives. An effective ongoing plan should evaluate milestones and help project staff make informed decisions.

BUDGET AND BUDGET NARRATIVE

The project's budget should detail all related project expenses in a separate itemized budget. It should demonstrate the extent to which the budget is reasonable, cost-effective, and integrates other sources of funding. All costs described in the project narrative should appear in the budget narrative and must have a corresponding entry in the itemized budget for that year. Reviewers should be able to see a clear connection between the management plan and the budget line items. Note: When completing this section, refer to Use of Funds, page 6, and Budget and Budget Narrative, page 11, sections in the Grant Information Guide.

BUDGET NARRATIVE

ITEMIZED BUDGET

1. What is the Indirect Cost rate?

2. Provide an itemized budget narrative showing how the cost of each item was calculated. It is advisable to take an inventory of existing equipment, materials, and supplies before developing the budget.

3. Please use the formula functions in the "Table Tools Layout" to calculate your costs. To get your final amount, in the last cell of the "Requested", "In-Kind", and "Total" columns, use the formula: **=SUM(ABOVE).**

4. Additionally, submit the budget on the MSDE Grant Budget C-1-25 form (Appendix C).

Salaries and Wages (list separately for each position)

Line item	Calculation	Requested	In-Kind	Total
TOTAL FOR SALARIES & WAGES:				

Contracted Services

Line item	Calculation	Requested	In-Kind	Total
TOTAL FOR CONTRACTED SERVICES:				

Supplies & Materials

Line item	Calculation	Requested	In-Kind	Total
TOTAL FOR SUPPLIES & MATERIALS:				

Other Charges

Line item	Calculation	Requested	In-Kind	Total
TOTAL FOR OTHER CHARGES:				

Equipment

Line item	Calculation	Requested	In-Kind	Total
TOTAL FOR EQUIPMENT:				

Transfers

Line item	Calculation	Requested	In-Kind	Total
TOTAL FOR TRANSFERS:				

Scoring Rubric

PROJECT ABSTRACT

Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
The project abstract outlines a concise and comprehensive summary of the overarching goals, measurable outcomes, strategies, and partnerships. Project abstract includes alignment to the MSDE's vision and mission, the Strategic Plan, and the Blueprint.	The project abstract addresses the overarching goals, measurable outcomes, strategies, and partnerships.	The project abstract is missing or does not address the required components.

EVIDENCE OF IMPACT

Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
The proposal provides two or more examples that explain the history of impact on the target population including discussion of past efforts, failures, and successes toward influencing change. The proposal clearly explains future impacts of the proposed activity/project and how the target population is expected to be influenced by the efforts of specific to implementing this grant.	The proposal provides at least one example that explains the history of impact on the target population. The proposal describes the future impact of the activity/project and how the target population will be influenced by change.	No examples that explain the history of impact on the target population. The proposal does not describe the future impact of the activity/project.

GOALS, MEASURABLE OUTCOMES, AND MILESTONES

Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
The goal(s) are measurable, clearly aligned to the justification of need, and ambitiously focused on effectuating change. Realistic and attainable outcomes illustrate a distinguishable effort to significant progress. Milestones for each intended outcome ensure continued monitoring for success and include response to meeting targets.	The goal(s) are measurable and aligned to the justification of need. Outcomes are realistic and attainable. Milestones are provided for measuring progress of each intended outcome.	The goal(s) are not measurable are not clearly aligned to the justification of need. Outcomes are not realistic or attainable. Milestones are not provided or do not align to outcomes.

STRATEGIES

Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
The proposal provides several rationales for selecting specific, evidence-based strategies, and precisely how they will be implemented to ensure outcomes are achieved. Multiple broad strategies are identified with detailed and systematic methods, procedures, or techniques for successful implementation.	The proposal provides a clear rationale for selecting a specific strategy and how it will help achieve the outcome. Applicant provides broad strategies and includes the methods, procedures, techniques for implementation.	No rationale for selecting specific strategies and how they will help achieve the outcome. Applicant only states some of the strategies, but does not include the necessary methods, procedures, or techniques for implementing.

PLAN OF OPERATIONS, KEY PESONNEL AND TIMELINE

Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
The proposal includes a steering committee and partner plan that identifies individuals from a variety of backgrounds with extensive experience toward ensuring successful implementation. All relevant activities listed chronological indicating a comprehensive management plan throughout the grant period.	The proposal includes a steering committee and partner plan that appears adequate for ensuring implementation. The proposal includes a time-specific management plan.	The proposal does not include a steering committee or partner plan that is adequate for ensuring implementation. The proposal does not include a plan, or the plan is vague.

EVALUATION AND DISSEMINATION

Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
Clear evaluation strategy that includes alternative scenarios and criteria to ensure comprehensive evaluation. Multiple relevant, logical data types and aligned collection methods are identified. Detailed dissemination plan on how the project findings will be shared to stakeholders, and advisory committee members including examples of how, when and through what methods.	Clear evaluation strategy Clear data type(s) and aligned collection method(s) are identified. The dissemination plan includes how the findings will be shared to stakeholders and advisory committee members.	No evidence of evaluation strategy The data type and collection method are unclear or unaligned. The dissemination plan does not clearly identify how findings will be shared.

BUDGET AND BUDGET NARRATIVE

Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
The budget narrative is detailed and comprehensive of all activities necessary for successful implementation of proposal. The budget aligns directly to the proposal and does not rely entirely on grant funds for successful implementation. There are no mathematical errors, and all expenses are cost effective and appear necessary.	The budget narrative is complete. The budget aligns to the proposal and is free of mathematical errors. Expenses are reasonable and allowable.	Budget does not align with the proposal, includes cost that are not reasonable or allowable, or has several mathematical errors.

Appendices

The following appendices must be included but not apply to the page limit of the Project Narrative. Include other appendices as deemed necessary.

Appendix A: A signed recipient assurances page

Appendix B: A signed C-125 MSDE budget form

Appendix C: Evidence of status of a non-profit 501(c)(3) organization, if applicable

Appendix D: Job description(s) of Key Personnel